

UNITED STATES DEPARTMENT OF AGRICULTURE

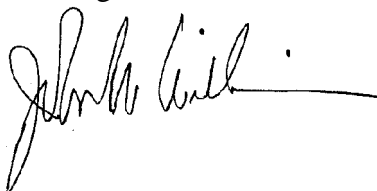
Farm Service Agency
Washington, DC 20250

Notice FI-2605

For: FSA Offices

**Preparing FSA Employees' Travel Documents
for End of FY 2003 and Beginning of FY 2004**

Approved by: Deputy Administrator, Management



1 Overview

A Background

Agency policy **mandates** that AD-202's and AD-616's be restricted in travel dates to one FY. **FY 2003 ends** COB Tuesday, September 30, 2003, and **FY 2004 begins** Wednesday, October 1, 2003.

This notice does not address FSA County Offices that have not yet implemented the OnLine Travel System. Those offices should refer to Notice FI-2600.

This notice does not address FAS travel. FAS employees will refer to the FAS "FY 2003 Financial Accounting System Coding Manual" and year-end procedures provided in a separate notice for FAS offices.

B Purpose

This notice:

- provides instructions on preparing travel documents for travel:
 - FY 2003, ending September 30, 2003
 - FY 2004, beginning October 1, 2003
- provides guidance on charging travel expenses to the correct travel period. See Exhibit 1.

Disposal Date

October 1, 2004

Distribution

All FSA Offices; State Offices relay to County Offices

2 Travel Authorizations

A Preparing Travel Documents

If an employee is traveling from September through October 2003, two AD-202's and AD-616's must be prepared. One AD-202 and AD-616 must be prepared for FY 2003 travel through September 30, 2003, and the second AD-202 and AD-616 must be prepared for FY 2004 travel from October 1 through the date the travel ends in October 2003. See Exhibit 1.

Note: Employees cannot be in travel status on October 1, 2003, unless a continuing resolution or full budget has been signed by the President. If a continuing resolution is in effect, travel may only be authorized for the period of the continuing resolution.

B FSA's FY 2004 Budget and Travel Authorization

FSA's FY 2004 appropriation has not been signed by the President at this time. If the FY 2004 appropriation is NOT signed by the President and a continuing resolution occurs, travel may only be authorized for the period of the continuing resolution.

During **any continuing resolution period in effect**, all official travel must be authorized on a "Type C" basis for the specific resolution period, until final appropriations are passed.

Note: Field Offices may issue blanket travel authorizations for **any continuing resolution period in effect**, until final appropriations are passed.

BUD will notify the Agency on the FY 2004 appropriation status under separate notice, as necessary.

C Format

On **travel documents** submitted to the National Finance Center (NFC) for processing, **do not** use dashes or spaces in the following:

- travel authorization number
- originating office number (OON)
- accounting code.

2 Travel Authorizations (Continued)

D Reusing Travel Authorization Numbers

If a travel authorization number is assigned and the trip is canceled, **do not reuse the authorization number.** Assign the next AD-202 number.

E NFC Travel System (TRVL) Guide

Each office needs a copy of the latest NFC TRVL Guide, updated March 2003. NFC has a website that provides access to all NFC manuals and guides that agencies need. Each office may print a copy of the guide from the NFC website. The guide is used by all agencies that process travel documents at NFC. The guide provides completion instructions for various travel forms when travel-related expenditures are to be processed by NFC.

To print a copy of the guide, the computer that the print job will be requested from must have Adobe Reader installed on the computer.

Once it is established that the computer has Adobe Reader, click on the following website:
<http://dab.nfc.usda.gov/pubs/docs/trvl/trvl.pdf>

Then print the NFC TRVL Guide and use it as **the reference guide** on processing travel documents in the OnLine Travel System.

2 Travel Authorizations (Continued)

F FSA (Non-County Office) Travel Authorization Number

When preparing AD-202 for travel **on or after Wednesday, October 1, 2003, for FY 2004**, ensure that the 13-digit travel authorization number is formatted as shown in the following table.

The **AD-202 number format** is “4CSFAXXXXXXXX” for a single trip, and “4BSFAXXXXXXXX” for “Type B” travel.

Example: 4CSFA01170001.

Digits	Description	What to Use
1st	Last digit of FY	Use “4” for FY 2004.
2nd	Type of travel authorization code	Use “A”, “B”, “C”, “L”, or “N”.
3rd	Number of travelers	Use “S” for single traveler.
4th and 5th	FSA code	Use “FA”.
6th through 9th	Budget organization code	All offices except Farm Loan Program employees located in County Offices use “0” plus the first 3 digits of the budget organization code. Farm Loan Program employees located in County Offices use “A” plus the first 3 digits of the budget organization code.
10th through 13th	Sequential number	Begin with “0001” and continue issuing numbers sequentially for the remainder of FY.

Example: The first AD-202 issued by the Connecticut Farm Loan Program would be “4CSFAA8090001”.

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2 Travel Authorizations (Continued)

G County Office Travel Authorization Number

When preparing AD-202 for travel **on or after Wednesday, October 1, 2003, for FY 2004**, ensure that the 13-digit travel authorization number is formatted as shown in the following table.

The **AD-202 number format** is “4CSCESSCCCXXX” for a single trip.

Digits	Description	What to Use
1st	Last digit of FY	Use “4” for FY 2004.
2nd	Type of travel authorization code	Use “B” for limited open travel. Use “C” for individual trip travel. Use “L” for local travel.
3rd	Number of travelers	Use “S” for single traveler. Use “M” for multiple traveler. Note: “LM” can only be used for local travel (4LMCEXXXXXXXXX).
4th and 5th	Agency code for all County Offices	Use “CE”.
6th through 10th	Numeric State and county code	Use “SSCCC”; that is, the 2-digit State code and 3-digit county code assigned to each office.
11th through 13th	Sequential number	Begin with “001” and continue issuing numbers sequentially for the remainder of FY.

Example: Knox County, Maine, would use the State and county code of 23013. Noble County, Ohio, would use the State and county code of 39121. Hart County, Georgia, would use the State and county code of 13147.

The first AD-202 issued by Payne County, Oklahoma, would be “4CSCE40119001”.

For a list of specific State and county codes for each office, see 1-CM, Exhibit 101.

These State and county codes are also listed in 98-FI (Rev. 7), Exhibit 13.

2 Travel Authorizations (Continued)

H Clarifying Types of Travel Authorizations

Only certain employees may use certain types of travel authorizations, as shown in the following table.

Type of Travel Authorization	Used By
Type A - Unlimited Open	The Administrator only .
Type B - Limited Open	STC, SED, DD's, compliance specialist, Farm Loan Program employees, warehouse examiners, and similar positions requiring frequent, routine, nonlocal travel within a specific work-related geographic area, such as Maine, the Midwest Area, Jefferson County. Note: Type C, AD-202 is needed for travel that is outside the geographic area, including annual leave, or for training and conferences.
Type C - Trip-by-Trip	All travel for trips to specific nonlocal itineraries and relocation (Permanent Change of Station).
Type L - Local	Employees traveling within the area of their official duty station and who do not have access to imprest funds for reimbursement.
Type N - Nationwide	Only those positions designated by the FSA Administrator in writing. Note: Type C, AD-202 is needed for travel that is outside the geographic area, including annual leave, or for training and conferences.

Blanket travel authorizations (Types A, B, N, and L) can be completed on an annual basis. However, during **any continuing resolution period in effect**, all official travel must be authorized on a "Type C" basis for the specific resolution period, until final appropriations are passed.

Note: Field Offices may issue blanket travel authorizations for **any continuing resolution period in effect**, until final appropriations are passed.

Examples of AD-202's are in the latest NFC TRVL Guide, dated March 2003.

3 Action

A FSA (Non-County Office) Accounting Classification Code

The 14-digit accounting classification code format is described in the following table.

Digit	Description
1st	Last digit of FY
2nd and 3rd	Fund Code “84” only
4th through 8th	5-digit organization code
9th and 10th	2-digit sub-object code Note: Use sub-object codes 01 through 15, and 17 through 24, under BOC 2111 in 98-FI, Exhibit 27.
11th through 14th	4-digit project code number Note: Always “0000” unless tied to a specific project.

Example: (Wyoming) 48405684010000

For lists of specific organization codes issued for each office, see 98-FI, Exhibits 8, 9, and 11.

Note: Ensure that 98-FI (Rev. 7) is used.

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3 Action (Continued)

B County Office Accounting Classification Code Structure

The 14-digit accounting classification code format is described in the following table.

Digit	Description
1st	Last digit of "BFY"
2nd and 3rd	Fund Code "87" only
4th through 8th	5-digit budget organization code from 98-FI, Exhibit 13
9th and 10th	2-digit sub-object code from 98-FI, Exhibit 27 Note: Use sub-object codes 01 through 15, 17 through 21, 23, or 24, according to 98-FI.
11th through 14th	4-digit project code number from 98-FI, Exhibit 23

Example: Site visit for Payne County, Oklahoma, is 48740119010000. For lists of specific codes issued for each office, see 98-FI.

Notes: The sub-object code should be numeric for travel, **not alpha that is used for T&A's**.

The State and county codes are listed in 98-FI. See appropriate exhibit as stated above.

C Preparing AD-202 for FY Travel

The following table describes AD-202 actions.

Step	Action
1	Prepare AD-202 for: <ul style="list-style-type: none">FY 2003 travel, including all costs associated with the travel ending September 30, 2003FY 2004 travel, including all costs associated with the travel beginning October 1, 2003.
2	Ensure that proper FY travel authorization numbers, OON's, and accounting classification codes are used.

3 Action (Continued)

D Preparing AD-616 for FY Travel

The following table describes AD-616 actions.

Step	Action
1	<p>Prepare separate AD-616's for:</p> <ul style="list-style-type: none"> FY 2003 travel ending September 30, 2003 FY 2004 travel beginning October 1, 2003.
2	<p>Ensure that the correct travel authorization numbers, OON's, and accounting classification codes are entered on each AD-616. The final voucher indicator should be marked "Y" to ensure liquidation of the remaining funds on the authorization.</p>

E Repaying Travel Advances

In April 1999, FSA began using the Automated Teller Machine (ATM) to acquire cash advances for travel expenses. At that time, ATM's became FSA employees' primary method of obtaining cash for travel expenses.

Therefore, all employees **must** account for all travel advances received by them outside of the ATM program.

On AD-616, employees **must** show the total amount of the travel advance outstanding and apply that total amount for travel advance repayment. Any travel advance balance remaining not completely liquidated by AD-616 should be repaid by direct remittance (check or money order) to the following NFC lockbox address:

NFC
 USDA FSA
 ADMINISTRATIVE COLLECTIONS
 PO BOX 60000
 NEW ORLEANS LA 70160-0001.

Submit AD-616's for payment **within 5 workdays** after completing a trip or period of travel, or every 30 calendar days if the employee is in a continuous travel status.

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3 Action (Continued)

F Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

G Contact

If there are questions about this notice, contact the appropriate office in the following table.

Issues	Office	Contact
Accounting	National Office	Arthur Holmes, FMD at 703-305-1240
	Field Offices	Christine Claussen at 816-926-1949
Travel	National Office	FMD, ATPS at 703-305-1408
	Kansas City and St. Louis complexes	Wendy Collins at 816-926-3266
	State Offices	DAFO
	County Offices	State Office

Charging Travel Expenses to Correct Travel Period

Travel Allowance	Travel Period Chargeable	Examples	
Rental vehicle, lodging, and miscellaneous	Expense is chargeable to the travel period in which the expenses were incurred.	IF expense is incurred...	THEN charge to...
		on or before September 30, 2003	FY 2003.
		on or after October 1, 2003	FY 2004.
Local transportation	Local transportation to and from the common carrier terminal and the local transportation expenses at the temporary duty station are chargeable to the travel period in which the expenses were incurred.	on or before September 30, 2003	FY 2003.
		on or after October 1, 2003	FY 2004.
Transportation by common carrier	In a continuous journey involving more than 1 segment of the trip, such as a round trip, the funds are obligated against the travel period in which the ticket was purchased, if the trip starts in the same travel period that the ticket was purchased.	Tickets purchased on September 18, 2003, for travel beginning September 22, 2003, and ending October 2, 2003, would be claimed on the travel voucher submitted for FY 2003 .	
Transportation by common carrier when a segment of the trip is added or the return ticket cannot be used, and a new ticket must be purchased in the second travel period.	If, during an official trip that extends over 2 travel periods, a new ticket must be purchased during the second travel period, the expenses are chargeable to the travel period in which the ticket was purchased.	Traveler purchased tickets on September 22, 2003, for travel from Washington, DC to Kansas City, Missouri, on September 30, 2003, and returning October 2, 2003. While in Kansas City, the traveler is ordered to travel to St. Louis on October 1, 2003, and return that same day. The October 1, 2003, ticket would be claimed on the travel voucher submitted for FY 2004.	
Mileage by POV when the: <ul style="list-style-type: none"> • reimbursement is limited to constructive costs by common carrier • trip starts in 1 travel period and extends into another travel period • trip would be completed in the first travel period if common carrier had been used. 	Mileage is charged to the travel period in which the travel starts.	IF travel starts...	THEN charge the mileage to...
		on or before September 30, 2003	FY 2003.
		on or after October 1, 2003	FY 2004.